

Mohammed Faily

BCCJ Internship

I secured an internship at the BCCJ from the 3rd of December, to the 7th of December 2012 and I have been supervised by Ms. Lori Henderson.

The tasks that I have accomplished are:

1. Transferred 121 business card hard copies onto an Microsoft Excel document
2. Transferred 13 C.D.s onto the BCCJ online library
3. Created a Microsoft PowerPoint presentation on a charity initiative created by the BCCJ, called "Books for Smiles", which informed organisations such as Rolls-Royce about how to get involved. The PP consists of 8 slides including the title page.
4. Created a soft copy document on Microsoft word, which stated the payments that the BCCJ had made to help those who were affected by the March 11th disasters in Japan. I also described what each payment did.
5. Given a list of name who attended BCCJ events, and identified and recorded the sex of each participant for the BCCJ's macro event document.

What the internship at the BCCJ allowed me to do:

1. Experience the pressure put on you to finish a certain task by a deadline
2. Observe real working life, and how everyone works as a team to get the job done
3. Observe the level of hard work needed to succeed in this life

What the internship at BCCJ taught me:

1. How to work as efficiently as possible to complete a task within a given deadline.
2. Brief but wide overview of what I need to do to succeed in my working life.
3. No job is 9 to 5. You only leave when the job is done, even if it's after 5. Even when you go home, you can take some of the work home with you to complete there.

- *Mohammed Faily, 16, British School Tokyo*